



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: AUTOMOTIVE SERVICEPERSON

REPORTS TO: Executive Transportation Officer

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Months

SALARY: Range 139 - Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: January 28, 2016

JOB SUMMARY:

Under the general supervision of the Lead Mechanic, perform entry level work in maintaining and making minor repairs to gas, diesel and CNG powered buses, trucks, automobiles, lawn mowers, and other gas powered machines. Positions in this class require knowledge of tools, procedures and operations obtained through considerable technical training and experience. The work includes various tasks involving different and unrelated processes and methods, and requires strenuous physical exertion. Employees are expected to use initiative carrying out recurring tasks independently. Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Lubricates and services buses and other District vehicles under an established program of Preventive Maintenance (PM).
2. Provide Preventive Maintenance (PM), as required.
3. Inspects for and reports any worn or defective parts.
4. Performs heavy manual work such as unloading supplies, moving equipment, and removing waste materials.
5. Assists mechanics with the work of overhauling engines, transmissions, ignition systems, assembling engines, adjusting brakes, tuning up motors, installing electrical wiring, and other mechanical work.
6. Keeps records on Preventive Maintenance (PM), performed on all pieces of equipment.
7. Inspect brakes, drums, water pumps, tires, and batteries.
8. Inspect electrical system problems, replace worn wires, fuses, switches and lights.
9. Inspect and repair windows, doors, and seat belts, and make minor auto body repairs.
10. Clean tools and work area and maintain equipment in working order.
11. Check all vehicles for conformance to Highway Patrol safety standards in accordance with mandated inspections.
12. Maintain records of time and materials used on jobs.
13. Provide emergency road service for disabled vehicles.
14. May drive a school bus on an assigned route, or student activity trip, or other District vehicles to make deliveries.
15. Repair and/or replace wheelchair lifts, tracks, or other tie-down components.
16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent.
- Strong interpersonal and leadership skills.
- Critical thinking skills, as well as the ability to multi-task.
- Entry level automobile mechanic involving work on buses and trucks.

KNOWLEDGE OF:

- Tools, equipment and procedures used in the general repair and maintenance of buses, trucks, cars and other equipment.
- Basic electronics.
- Safety rules and regulations applicable to automotive service and repair and the use of power tools.
- Vehicle computer operating systems.
- Vehicle safety standards for school buses.
- Hazardous materials, handling and disposal.
- Department policies and procedures.
- Preventive maintenance practices.

ABILITY TO:

- Speak, read and write in English.
- Make basic arithmetic calculations and maintain basic records.
- Follow oral and written directions.
- Run diagnostic tests on computerized automotive systems using electronic equipment.
- Read and understand auto repair manuals and computer software programs.
- Operate a computer terminal and assigned software.
- Meet schedules and time lines.
- Maintain routine records related to work performed.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Establish and maintain effective working relationships; work cooperatively with others.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Attend required trainings and pass tests if provided.

WORKING CONDITIONS:

ENVIRONMENT:

- Vehicle and equipment repair shop environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- The District provides OSHA regulated safety training as needed.

PHYSICAL DEMANDS:

- Vision sufficient to read repair manual, and see small automotive parts.
- Specific vision abilities required by this job include close vision.
- Hearing sufficient to hear conversation and to hear sound from machines and equipment; nose level – high to moderate.
- Speech and hearing sufficient to receive instructions and relay information.
- Physical stamina and flexibility sufficient to reach overhead above the shoulders and horizontally, bend at the waist, kneel or crouch, stoop, and work in awkward positions for long periods of time.
- Strength sufficient to lift, carry, push and pull objects and equipment weighing up to 50 lbs., and move up to 100 lbs., using a dolly or hand truck.

HAZARDS:

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working on ladders.

LICENSE/OTHER REQUIREMENTS:

- Valid California School Bus Driver’s Certificate, and Medical Examiner’s Certificate, and Class B driver’s license with passenger and school bus endorsement.
- Valid American Red Cross First Aid Certificate.
- Must have a valid forklift certificate.
- Must pass a drug screening and physical exam.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.